



# Health & Safety Procedures

Signed:   
Chair of Governing Body

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Ysbrydoli Dyheu Llwyddo **Inspire Aspire Succeed**

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## **Part A - General Policy Statement on Health & Safety**

### **i) General Policy Statement on Health & Safety**

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Llangatwg Community School recognises and accepts the responsibilities placed on it by the Health and Safety at Work Act 1974 and any subsequent legislation, in establishing a minimum standard and will therefore provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, pupils attending Llangatwg, visitors and contractors, and provide such information, instruction, training and supervision as is necessary to achieve this standard and to exceed it whenever and wherever it is reasonably practicable to do so.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run establishment. Llangatwg requires, therefore, that a high standard of safety shall be achieved and maintained across the whole establishment and throughout all its activities.

The standard of protection offered to our pupils will be of the highest order in so far as is reasonably practicable. It is therefore a requirement that all employees will ensure, as far as is reasonable practicable, that every student is cared for in a safe, day to day environment.

Llangatwg recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all employees is essential to maintain the highest practical standards of accident prevention.

The Headteacher & Governors of Llangatwg will ensure that adequate resources are made available for the provision of health, safety and welfare, including the provision and maintenance of plant and equipment, systems of work, and a site environment, which is safe, and without risks to health. It will be clearly indicated to all employees that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within Llangatwg.

Llangatwg recognises that all activities will be conducted with due regard to statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of all employees, pupils, visitors and contractors who may be affected by their activities and operations.

Employees shall recognise that they have a 'duty of care' to all pupils on the school premises. They shall endeavour, at all times, to ensure that pupils under their supervision, work and live in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their life and work and the need for such precautions and procedures. It is recognised that for some pupils comprehension of these precautions and procedures may be severely limited.

Any employee, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the establishment health and safety policy, will be subject to disciplinary action.

Standard safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those employees, pupils and visitors who may be affected, to ensure that they are

aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

Llangatwg is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through the Local Authority, professional associations, professional bodies and others as and when appropriate.

Llangatwg shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used on the site and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

Where and when necessary protective clothing and equipment will be provided by Llangatwg and shall be used by all employees and pupils.

Llangatwg will, where relevant, abide by the Data Protection Act.

These above aims will be achieved as far as is reasonably practicable within the framework of Llangatwg's organisational structure and in accordance with the health and safety policy and arrangements detailed herein. Guidance and advice received from Neath Port Talbot Health and Safety Department will be acted on accordingly.

This policy will be brought to the attention of all employees, and will be subject to review and revision as necessary.

This policy will be used in conjunction with LEA policies relating to health and safety.

This policy and supporting guidelines is a working document and will be reviewed annually and revised as necessary in the light of legislative or organisational changes.

Policy documentation and procedures will be adapted to incorporate corporate policies and procedures as applicable.

## **Part B - Organisation for the Implementation of the Policy**

*i) Headteacher & Governors Duties*

*ii) The Delegated Responsibilities*

*iii) Register of Persons with Delegated Responsibilities*

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## ***j) Headteacher & Governors' Duties***

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The Headteacher & Governors will be responsible, through appropriate line management, for ensuring that the General Policy Statement on Health & Safety is implemented, and that adequate advice on health, safety and welfare matters is made available to all persons affected by this policy.

The Headteacher & Governors' duties will include:

- Meeting the relevant requirements of all current legislation;
- Delegating certain staff with responsibility for specific duties within Llangatwg's health and safety management framework;
- Appointing responsible persons to co-ordinate the actions of staff and pupils in the event of a fire;
- Provide and maintaining means of access and egress;
- Maintain Llangatwg in a condition that is safe and without risks to health, and providing and maintaining means of access and egress that are without such risks;
- Providing and maintaining a working environment for employees that is, without risks to health, and is adequate as regards facilities and arrangements for their welfare at work;
- Providing information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of all employees of the establishment;
- Providing and maintaining plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for managing the movement and transport of pupils who may have particular physical and/or learning disabilities;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for handling, storage and transport of articles and substances;
- Consultation with Union Safety Representatives and staff on all health and safety issues.
- Taking responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in line with county procedures.
- Ensuring that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient persons responsible for evacuation of the premises in the event of such an emergency have been identified and made known to all other staff and pupils;
- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;

- Ensuring that all accidents and 'near misses' are investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable in line with county guidelines.
- Liaison with the Health and Safety Executive, local authorities, Fire Service and any other statutory bodies;
- Ensuring that staff with responsibility for departments or buildings will maintain good health and safety practices and ensure that all employees under their supervision are properly supervised and trained, having regard to the hazards of the jobs involved;
- Ensuring that staff co-operate with the Headteacher & Governors to achieve a healthy and safe work place, and take reasonable care of themselves and others who may be affected by their acts or omissions at work, properly using the procedures and facilities provided for their health and safety at work, and refraining from wilful misuse in the interests of health, safety and welfare;
- Ensuring that the General Policy Statement on Health & Safety and subsequent revisions are drawn to the attention of all existing and new employees;
- Ensuring that the General Policy Statement on Health & Safety and the Arrangements will be reviewed annually, or more frequently if required by changing circumstances;
- Ensuring that effective arrangements exist for consultation with all employees on health and safety matters;



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## ***ii) The Delegated Responsibilities***

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- The person(s) appointed as competent by the Headteacher & Governors of Llangatwg to advise on health and safety shall assist in the monitoring and review of procedures and policy as required. The person(s) will also be responsible for ensuring that everybody at the establishment is kept fully up to date with changes in legislation, working practices and other issues in relation to health and safety within Llangatwg.
- The person(s) responsible for co-ordinating First-Aid will ensure that provisions conform to the Health and Safety (First-Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.
- The member of staff with designated responsibility for each area / department will ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection. Where required individual areas will have additional health & safety policies to take account of particular circumstances e.g. Physical Education, Design & Technology, Science, and Swimming.
- Members of staff with a specific responsibility, such as for site maintenance, accommodation units or medication will be responsible for maintaining good health & safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Headteacher & Governors of any subsequent specialist requirements for the health and safety of staff or pupils.
- The line managers and delegated persons are responsible for keeping themselves and all members of their team up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.
- Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm.
- All staff will be responsible for ensuring that all accidents, injuries and instances of violence are reported.
- All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions from their line manager. They must wear any protective clothing and other equipment or devices supplied, not wilfully misuse or abuse such equipment or devices and report any defects, or other safety hazards encountered.
- All staff and students who are required to operate or use vehicles, plant, machinery or equipment must receive adequate training and written authorisation as appropriate. In the case of vehicle drivers, the appropriate license must be held, and their authorisation to drive be approved by the Headteacher & Governors and hold a valid MIDAS certificate of proficiency.

### ***iii) Register of Persons with Delegated Responsibilities***

It is the Headteacher & Governor's duty to delegate the responsibility for specific health & safety duties to certain members of staff.

The Headteacher & Governors must satisfy himself that these posts are filled with 'competent persons'.

The definition of a competent person is 'a person with sufficient training, experience, knowledge and other qualities to fulfil a general or specific function'.

Anyone who is involved in any operation that is inherently hazardous, including supervision and training, must be competent to perform that work safely and without undue risk to themselves or others.

Contractors, Consultants, Advisers and Trades people are required to prove their competency to carry out duties or advise in their specialised field.

The following record is a list of all persons, deemed competent by the Headteacher & Governors, with specific delegated responsibilities within the establishment.

<b>Delegated Responsibility for:</b>	<b>Name</b>	<b>Date</b>
Health & Safety	Mr T R Nicholas / Mrs M Rowlands	
Risk Assessments	Mr T R Nicholas / Mrs M Rowlands / HODs / Staff responsible for set activities	
Fire procedures and systems	Mr T R Nicholas / Mr A Growth	
First-Aid	Mrs K Brown, Mr T R Nicholas, Mrs S Evans, Mrs J Jones, Mrs A Lynch, Mrs C McMenamin	
COSHH	Mr T R Nicholas /HOD's/ Ms R Harris / Mrs A Brown / Mr A Groth	
Catering	Mrs A Brown (Catering manager)	
Visits/activity holidays	Lead member of staff responsible for the visit/activity	
Site maintenance	Mr T R Nicholas / Mr A Groth / Mr N Cornhill / Mr S Davies	
Electricity	Mr T R Nicholas / NPT County	
Vehicles	Mr T R Nicholas / Tregelles Court	
Other (as applicable)	e.g. A nominated duty person for monitoring emergency evacuation.....	
Curriculum areas:		
P.E./ Swimming	Mr J Dunton	
Design & Technology	Mrs S Vaughan-Williams	
Science	Mr R Pugh	

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## **Part C: Arrangements for Securing the Health, Safety & Welfare of Employees, Pupils and Others.**

**(All documentation is superseded by LEA guidelines and is intended to compliment and support such documentation)**

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### **Health and Safety Audit**

### **Section 1a**

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#### **Health and Safety Audit**

Llangatwg recognises the need to continually monitor practice and procedures to maintain and improve safe working practices.

A termly health and safety audit will be undertaken by two members of staff one of whom should be deemed a competent person in terms of health and safety.

The health and safety audit will involve a visual inspection and dialogue with staff to ascertain areas of concern.

Records of audits undertaken are held in the main office and by Mr T R Nicholas.

**Llangatwg will evaluate documentation and amend wherever necessary to provide a consistent approach in line with LEA county strategies.**

Risk Assessment For all activities

The purpose of a risk assessment is to identify the hazards inherent in the activity and to specify the action taken to reduce:-

1. the severity of ill-health or injury in the case of an accident
2. minimise the circumstances in which an accident or incident could occur by the removal or adaptation of the factors that increase the likelihood of such an event occurring

Assessment for Risk Rating

**Hazards** are the potential to cause harm, including ill health and injury; damage to property, equipment or the environment

**Risk** is the likelihood that a specified undesired event will occur due to the realisation of a hazard by or during activities or by the products and services created by the activity.

**Hazards**

These may be grouped as follows:-

**Physical** Falls, use of equipment, travel, moving machinery etc

**Chemical** Contamination, food, fire, explosion etc

**Biological** Plants, vegetation, micro organisms

**Natural** Heat, cold, water and weather. These factors can also exacerbate hazards.

**Establishing the level of Risk** The number produced by multiplying the severity of the hazard by the probability of the hazard presenting itself can be used to establish the level of risk.

**Value Severity of the hazard**

5 FATAL / VERY HIGH - accident would cause multiple deaths or widespread destruction.

4 MAJOR / HIGH - imminent danger exists leading to death or large scale illness (Causing serious injury or death to an individual).

3 MEDICAL TREATMENT /- hazard can result in serious injury (Causing MODERATE injury keeping a person away from school for more than 3 days).

2 MINOR - hazard can cause injury or illness not expected to be serious (Causing minor injury which would allow a person to continue to participate in the activity after First Aid has been administered).

1. NUISANCE - will not result in injury or illness

LEVEL OF RISK = Severity estimate X Probability estimate.  
HIGH RISK = 10-25  
MEDIUM = 5-10  
LOW = 1-5

All Risk Assessments will be produced electronically using the LEA Online Service and a hard copy kept by relevant staff.

### **RISK ASSESSMENT**

**Safe Systems of Work (Method Statements)** will be used to formalise a safe working procedure, which has been identified through risk assessment.

<b>Emergency plan</b>	<p>The emergency plan will be drawn up, based on the outcome of a risk assessment of fire and other conceivable emergencies which require an evacuation of the building, grounds or part thereof.</p> <p>It will be reviewed and revised on a regular basis.</p>
<b>The aim</b>	<p>The aim of the emergency plan is to ensure that:</p> <ul style="list-style-type: none"><li>* in the event of a fire or other emergency everyone, including any contractor or visitor, is sufficiently familiar with the action they should take to ensure that the premises can be safely evacuated;</li><li>* all relevant information is made available to the emergency services;</li><li>* notices detailing the action to be taken in the event of an emergency are clearly posted;</li><li>* persons with specific duties are identified (Gate key holders)</li><li>* persons with specific needs or disabilities are catered for.</li></ul>
<b>It will include</b>	<p>The emergency plan will include line drawings of the premises and site showing the following details:</p> <ul style="list-style-type: none"><li>* essential structural features including escape routes, doorways, walls, corridors, stairways etc.;</li><li>* designation of the rooms, workshops and internal assembly spaces;</li><li>* location of any flammable or explosive materials stores; e.g. Liquid Petroleum Gas (LPG)</li><li>* location and type of fire fighting equipment;</li><li>* location of manually operated Fire Alarm Call Points and the control equipment for the alarm;</li><li>* location of main electrical, gas, oil and water valves and control systems;</li><li>* location of water hydrants;</li><li>* location of the Fire Assembly points.</li></ul>
<b>Visitors and contractors</b>	<p>An outline of the procedures for evacuation of the premises will be made available to all contractors and visitors to the establishment. Where contractors' activities may affect the implementation, or the information contained within the emergency plan, amendments will be made accordingly. A copy of emergency procedures will be held in the main office.</p>
<b>Evacuation Notices</b>	<p>Procedures to be adopted in an emergency shall be displayed throughout the premises at suitable locations by the posting of notices.</p>

**Headteacher & Governors responsibility**

The Headteacher & Governors of Llangatwg have overall responsibilities for ensuring that statutory fire precautions and the provisions set out in the fire certificate (if applicable) (or as current legislation) are adhered to.

This will include:

- \* formal certification if applicable);
- \* risk assessment;
- \* staff and volunteers training;
- \* co-ordinating the actions of staff and volunteers and pupils in the event of a fire;
- \* liaison with the fire service and county fire officer with respect to inspections and general fire precautions.

The Headteacher & Governors are responsible for ensuring that all members of staff and volunteers receive adequate and appropriate training.

**Fire procedures**

Fire procedures will be issued and fully explained to all staff.

Acceptance of these Fire procedures by staff and volunteers is a mandatory requirement of their terms of employment.

A copy of the Fire procedures shall be displayed on doors and where appropriate, on notice boards and other locations e.g. near the entrance to buildings.

**Staff training**

All training will be recorded.

**Record of all personnel on site**

Daily registers will be kept of all pupils and staff. Visitors and contractors are required to sign in at the school office.

These registers, along with the visitors books are kept in reception and used in the event of an emergency evacuation from any part of the site.

These registers are updated when pupils and staff leave or return to the site.

**Fire drills**

Fire drills are conducted at least once a term.

They may simulate evacuation situations i.e. one escape route obstructed and no advance warning given (that is except to specific staff for the purpose of safety).

The Fire and Rescue Service should NOT be called for the purpose of a drill.

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<b>Fire roll call (register)</b>	These are to be taken as a result of the fire alarm system being activated for whatever purpose. Administrative staff will be responsible for collecting the appropriate registers, visitors books and record of pupils off site. The school fire log book will be completed. (refer to log book)
<b>Safety checks and service procedures</b>	Records are required to facilitate checks and servicing. (refer to Fire log book and records) A calendar outlining annual checks is produced to ensure a systematic monitoring system is undertaken. The fire log book and a copy of the calendar are held by Mr A Groth and Mr T R Nicholas.
<b>Fire Alarm system</b>	There will be a regular inspection of the Fire Alarm Control Panel. (refer to log book)
<b>Fire doors</b>	All fire doors will be checked on a regular basis, for operation and full closure onto the door rebate. The intumescent strips, where fitted, must be in good order and not painted over. Fire doors will be kept closed at all times except where automatic closers are fitted.
<b>Fire Exits/Fire Escapes</b>	All Fire Exits/Fire Escapes will be regularly checked for: <ul style="list-style-type: none"><li>* clear and appropriate access at all times;</li><li>* correct working of doors, locks and release mechanisms;</li><li>* correct operation of any associated equipment.</li></ul>
<b>Fire extinguishers</b>	An annual inspection of Fire Extinguishers will be completed by an approved contractor. A regular internal inspection will be completed to ensure that extinguishers are in their proper location and have not been discharged, lost pressure (those fitted with a pressure indicator) or suffered obvious damage.
<b>Fire blankets</b>	All fire blankets will be checked every twelve months.
<b>Emergency lighting</b>	An annual test, during a time of least risk, will be completed of all luminaries by simulation of failure of the normal lighting supply for sufficient time to allow all luminaries to be checked for proper function.
<b>Power failure</b>	In the event of a power failure the emergency lighting will operate automatically.
<b>Fire Officer visits</b>	All records of visits and any recommendations will be kept.



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All records will be maintained regarding Fire Monitoring Guidelines, Fire Risk Audit, Annual Calendar of Fire Checks, Fire Training record – Staff  
Fire & Emergency Evacuation Note  
Fire Procedures Notice (Emergency Evacuation)  
Location of fire precaution measures  
Fire Alarm System Maintenance record

See fire log book  
(Mr A Groth)

### **Fire Monitoring Guidelines for annual safety checks**

#### **Emergency lighting**

- Self contained luminaries (monthly)
- Self contained and battery systems (6 monthly simulation of failure of the normal lighting system)
- Test for full duration of self contained and central battery systems. (contact R Jenkins or the Fire Service)

#### **Fire instruction to staff (INSET)**

- Action when a fire is discovered
- On hearing the fire alarm
- The assembly point
- Calling the fire service
- Making safe power supplies
- Use of fire alarm and extinguishers
- Use of escape routes
- Procedures run explained to new employees within the first two months of employment

#### **Fire drills**

- Termly drills – ideally to be carried out during the first two weeks of each term.

#### **Fire extinguishers**

- Monthly inspection (correct position / check they have not been discharged)
- Manufacturer check (annual)

#### **Fire alarm**

- Weekly test to check the system
- Zone checks (one section per half term)

#### **Fire detectors**

- Visual inspection (half termly)

#### **Fire door mechanisms**

- Once per term

# **FIRE EMERGENCY PLAN**

The following procedures should be adopted if the situation of a fire within the school's premises is detected;

## **If you discover a Fire**

- Activate the fire alarm at the nearest fire call point (**BREAK GLASS**)
- Only attack the fire with available fire fighting equipment if you feel it is safe to do so.

## **Warning of Fire**

- This is given by the continuous ringing of the school's Fire Alarm.
- If you hear the Fire Alarm you must do the following:
  - . Leave the building immediately at the nearest exit.
  - . Go to your assembly point in the playground by the most direct route.
  - . Do not stop to collect personal belongings.
  - . Close doors and windows, only if you have time to do so.
  - . Do not re-enter the building.
  - . The priority of staff is the safety of the pupils in their charge.

## **It is the responsibility of the Headteacher or Deputy Headteacher to call the Fire Brigade:**

1. Dial **9** for an outside line, then
2. Dial **999** and state Fire Brigade
3. Always call from a safe location
4. Give out the number of the phone you are using – School Office **01639 634700**.
5. State the location of the Fire - Llangatwg Community School  
Main Road  
Cadoxton  
Neath  
SA10 8DB

## **The evacuation procedure to the assembly point;**

1. Leave in a Calm, Orderly Manner (**Do Not Run**)
2. Use the Safest, Most Direct Route.
3. **Do Not** stop to collect belongings.

## **The arrangement for Roll Call after Evacuation**

- If the fire alarm should ring during morning/afternoon sessions then Teachers should evacuate the children in their care, via the nearest and safest Fire Exit.
- Administrative Staff will distribute Emergency Registers to Form Tutors.
- The Form Tutor is responsible for undertaking a roll call for their class.
- In the event that children are already outside the building, the Teacher should be aware of how many children are in the class and should make a head count to check if everyone present.
- Any missing children/staff should be reported immediately to the Head of Year and the Headteacher/Deputy Headteacher.
- The School Administrative Staff should evacuate the building, collecting the Fire Safety file and Visitors register as they leave.
- The Headteacher/Deputy Headteacher must report any missing children/staff/visitors to attending Fire Officer.

## **Lunchtime Arrangements**

- If the Fire Alarm should sound during the lunch hour the above procedure should be followed.
- As teachers may not be on the premises, responsibility for the evacuation of children and the roll call lies with the Headteacher/Deputy Headteacher, remaining teachers and Support Staff.

## **Location of Fire Assembly Point**

Following the evacuation of the premises, pupils should assemble in front of the Gymnasium at the designated fire assembly point.

## **The arrangements for the safe management of any disabled person or visitor to the school**

In the event of an emergency, any person who is in a wheelchair will be able to access the fire exits.

## **Fire Safety File**

This should be handed to the attending Fire Officer on his/her Arrival.

The File should contain the following;

- Fire Emergency Plan
- Map of Building showing location of Exits, Extinguishers, and Alarm & Isolation Points.
- Fire Alarm Test records
- Fire Alarm & Extinguishers service records.

## **Re-Entry into Building**

The building must not be re-entered until the attending Fire Officer had given authorisation.

## **Maintaining Fire Safety**

All staff have a responsibility to ensure the safety of the building at all times, taking into consideration the following points;

1. Fire Doors to must be kept closed.
2. All escape routes and corridors must be kept clear of obstructions.
3. Any fire equipment faults should be reported immediately to the Headteacher/Deputy Headteacher.

## **Fire Alarm Testing & Drills**

- The Fire Alarms will be tested weekly by the Caretaker.
- A different fire call point will be used each week to activate the alarm.
- All points to be tested in rotation.
- The results of these tests will be recorded in the Fire Safety File.
- A Fire drill and full evacuation will take place at least one a term.
- Based on the assumption that one or more the fire escape routes is affected by fire and cannot be used.
- A debriefing meeting will be held after the drill to point out any lessons to be learnt and any areas of improvement.
- Fire detection equipment is tested by an external contractor annually.
- The results and service are kept in the Fire Safety File.

## **Fire Fighting Equipment**

- A monthly visual check of all fire fighting equipment should be carried out by the Caretaker
- The results of this check are recorded in the Fire Safety file.
- Fire fighting equipment is tested by an external contractor annually.
- The test results and service records are kept in the Fire Safety file.

## **Emergency Lighting**

- A monthly check of all emergency lights should be carried out by the caretaker.
- The results of this check are recorded in the Fire Safety File.
- Emergency lighting is tested by an External contractor annually.
- The test results and service records are kept in the Fire Safety File.

## **Safety Toolbox Talk No. 35**

### **FIRE SAFETY**

Fire is a major risk both to persons and to property. You can either help prevent fires, or you can help start/allow them.

- Ensure you are aware of the fire drill including the means of raising the alarm, escape routes, and the assembly point.
- Ensure you know where the nearest fire point is, what types of fire extinguisher are there, what types of fire they can be used on, and how they should be used (never put yourself at risk)!
- Never obstruct any fire points, fire doors or escape routes.
- Never misuse or tamper with anything provided for fire prevention or fighting (never discharge fire extinguishers during horseplay).
- Don't hang clothing/materials over or near heating equipment.
- Control rubbish – don't let paper, rags, etc, accumulate.
- Store flammable liquids in suitable containers – well away from any sources of ignition, keep lids on containers when not in use.
- Control smoking – use designated areas if necessary.
- Don't overload electrical sockets – one plug per socket!
- If electrical equipment is not in use then switch off at the mains.
- Bitumen boilers, soldering irons, gas rings, etc,. must be placed on a non-combustible stand.
- Carry out residual heat checks 30-60 minutes after any hot work has been carried out.
- Always have a fire extinguisher within arms reach when carrying out hot work.
- Obtain hot working permits where applicable.

### **REMEMBER**

**FIRE DESTROYS PEOPLE AND PROPERTY  
- SAFE PEOPLE PREVENTS FIRES.**

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<b>Regulations</b>	<p>The Health &amp; Safety (First-Aid) Regulations 1981 and Approved Code of Practice 1990 are intended to provide a framework within which every undertaking can develop effective First-Aid arrangements.</p> <p>The duty of the employer is to provide equipment and facilities that are adequate and appropriate in the circumstances for enabling First-Aid to be given to the employees (and pupils) by suitable persons if they become ill or injured at work.</p> <p>The minimum requirement for any workplace is that at all times when people are at work (including evenings), there should be at least <b>one appointed person</b> who will take charge in the event of an emergency First-Aid situation. Ideally, it is recommended that the appointed person(s) should have received the appropriate emergency First-Aid training.</p>
<b>Definition of a 'suitable person'</b>	<p>The Health &amp; Safety (First-Aid) Regulations 1981 defines a 'suitable person' as a First-Aider who holds a current First-Aid certificate and whose training and qualifications were, at the time of issue, approved by the Health &amp; Safety Executive for the purposes of the regulations.</p>
<b>First-Aid boxes and equipment</b>	<p>The marking used should be a white cross on a green background in accordance with the Safety Signs Regulations 1996.</p> <p>First-Aid boxes should contain a suitable quantity of First-Aid materials and nothing else. They should be checked by the appointed person on a monthly basis, or more frequently if required.</p> <p>It is required that each workshop, residential unit, office area, vehicle etc., be supplied with an appropriately stocked First-Aid box. Blue plasters are to be supplied for kitchen/food area use.</p>
<b>First-Aid area</b>	<p>An appointed person should be responsible for the area and its contents. The area should:</p> <ul style="list-style-type: none"><li>* be readily available;</li><li>* contain suitable facilities and equipment;</li><li>* be cleaned each day, or more regularly if required;</li><li>* be clearly identified as a First-Aid room by means of a sign complying with the Safety Signs Directive;</li><li>* have a 'suitable person' available at all times;</li><li>* have a notice attached to the door clearly showing names and locations of the nearest First-Aiders.</li></ul>
<b>First-Aid training</b>	<p>First-Aid training will be offered to all employees.</p> <p>Those employees likely to handle clinical waste will be provided with appropriate training.</p>

## First-Aid Records

Records will be maintained regarding:  
First-Aid Box Siting and Equipment  
Check record  
Qualified First-Aiders Training record  
Minor Treatment record  
Principles of first aid  
NPT Incident Reporting Procedures  
Contagious diseases

## Llangatwg Reporting of Injuries, Diseases and Dangerous Occurrences

## Section 5/1

### Regulations

The Headteacher & Governors or in his/her absence deputy or assistant must notify the appropriate authority (either HSE or Local Authority) if:

- \* anybody dies or is seriously injured in an accident which leads to an over 3-day injury or the person being admitted into hospital for more than 24 hours;
- \* there is a dangerous occurrence e.g. explosion of a boiler, unintended collapse or partial collapse of a building or structure, any serious leak of LPG into the 'atmosphere';
- \* anybody is diagnosed by a doctor as having an occupational disease related to their work activity e.g. occupational asthma arising from dust generated by wood machining or exposure to hazardous cleaning chemicals etc.;
- \* injuries caused by violence at work;
- \* notification must be by telephone followed within 7 days by Form F2508A (available from the HSE, occupational health and safety manager, failure to comply is a criminal offence, a photocopy of each completed form must be kept for reference.
- \* **Please refer to NPT Accident / incident procedure directorate.**

## Reporting of Injuries, Diseases and Dangerous Occurrences records

## Section 5/2

For reporting accidents and dangerous occurrences to the HSE	F2508
For reporting cases of disease to the HSE	F2508A

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## Accident Reporting and Investigating Procedures

Section 6/1

### *Regulations*

All incidents, or 'near misses', involving personnel or property will be reported via OARS.

This information will be used to inform any risk assessments undertaken to control these incidents or 'near misses'.

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## Llangatwg procedures for administering medication

Section 7/1

### **Arrangements**

Llangatwg will provide a safe system for administering, monitoring and reviewing the taking of prescribed medication.

Facilities will be provided to allow insulin dependent diabetics and other persons requiring a private room.

### **Storage**

Appropriate secure storage facilities will be provided for all medication and associated equipment within a locked cabinet.

Epi-pens for all pupils will be held in the PWSO office in an unlocked cupboard. Pupils must also carry their own pens.

Pupils requiring a private room to administer medication will have a facility made available to them.

### **Records**

Medication cards will be set up on arrival and then completed over the duration of the time in attendance.

Staff will be notified about the special medical requirements of specific pupils.

### **Dosage**

Prescription medication will be brought into Llangatwg (by the parent or guardian) and handed to a responsible adult in the main office. Date and contents will be checked and placed the locked cabinet until required.

### **Locations**

This policy applies in the following locations:

- \* main school;
- \* off school site activity;
- \* School trips (this policy may be adapted as appropriate)



Records will be maintained for the following information:

Competent Persons Training record  
Disposal of Medication  
Authorised Keyholder record  
Persons Authorised to Administer Injections  
Pupil Medication Administration Record  
Medication Stock Record  
Pupil Medication Record  
  
Pupil/Parent Consent Form

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**Pregnant Workers****Section 8/1****Pregnancy**

Whilst pregnancy must not be equated with ill health the Management of Health & Safety at Work (amendment) Regulations 1994 specifically require Llangatwg to take account of risks to new and expectant mothers when assessing risks in the work place.

New and expectant mothers (women who have either given birth within the previous 6 months or are pregnant) must not be exposed to significant risk.

Please refer to the NPT policy for further guidance.

**Risk assessments**

If an assessment reveals a risk to new and pregnant mothers then special measures will be taken either to remove that risk or if that is not possible to temporarily adjust the working conditions.

The risks may include the following:

- \* fatigue - posture;
- \* VDU's;
- \* environmental conditions (nauseating smells, cramped workplaces);

<b>Regulations</b>	In order to conform to the fire regulations Llangatwg will keep an up to date accurate record of all persons on site.
<b>Visitors on arrival</b>	All visitors will be directed to report to reception at the main office on arrival. They will then be requested to sign in using the electronic system and will be issued with a pass. Relevant staff will be alerted to the presence of the visitor. Visitors will be informed of any hazard, which they may encounter whilst on the school premises.
<b>Security pass</b>	Any person, (other than a member of staff or pupil on the school site and not in possession of a pass will be challenged and, if necessary, asked to leave.
<b>Visitor information</b>	Every visitor will be provided with relevant information.
<b>Visitors are required to</b>	<ul style="list-style-type: none"><li>* Sign out at the school office before leaving the premises;</li><li>* Abide by Neath Port Talbot's no smoking policy.</li></ul>
<b>Poster</b>	A poster will be displayed to inform all visitors of the procedures in case of an emergency.

**Arrangements**

All contractors, delivery persons, inspectors and trades people will be expected to comply with the 'visitors' section of this policy and its arrangements.

All contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.(As checked by NPT)

**Contractors Health & Safety Policy**

In some instances it will be necessary for the contractor to place with the Headteacher & Governors a copy of their Health & Safety policy, and any risk assessments relevant to the work being performed, in so far as the work may affect the staff and/or pupils of Llangatwg.

**Specific activities**

When a contractor is likely to disrupt the day to day work and living pattern of staff and pupils then prior notice will be required before the work is commenced.

When a contractor is likely to disrupt, hinder or work in conflict with any element of Llangatwg's emergency plan then permission will be required before the work is commenced.

**Permit to work**

Certain activities carried out by contractors on site will require a 'permit to work'. This will include all work involving naked flame, electricity, gas, poisonous substances, structural repairs, working at height and construction plant and machinery.

**Contractor guidance**

- All building work must be organised via the LEA. Prior to any work beginning authorisation to work must be sought. (Refer to authorisation sheet below)
- Any equipment used on the school site must be stored in a safe place and necessary safety certification provided prior to use.

It is also recommended that contractors are asked to refrain from:

- . Smoking in the building or on the grounds
- . Talking to the pupils
- . where possible moving vehicles when pupils are at play
- . leaving equipment around
- . playing music during school hours

**The working environment**

Llangatwg recognises its responsibility to take account of The Workplace Regulations 1992 thereby ensuring that the health safety and welfare of everyone in the workplace is protected and that adequate welfare facilities are provided for their employees. This is with particular reference to:

- \* the structure of the building as it effects those using it;
- \* the people using the building as a workplace and their interaction with it and its layout;
- \* the provision of basic facilities for its employees.

**Stairs**

Llangatwg will ensure that all staircases and stairways are:

- \* of sound construction;
- \* properly maintained;
- \* of adequate width with handrails on both sides where staff/pupils require the additional support;
- \* well lit.

**Floors**

Llangatwg will have regard for:

- \* the slip resistance of the floor surface;
- \* holes and defects will be repaired as soon as possible, where this is not possible the area will be closed to people passing through it;
- \* grab rails will be provided and placed strategically in order to provide additional security, especially where there are changes in floor level.

**Ventilation and temperature**

Effective and suitable provision will be made to ensure good air quality and that fresh or purified air is available to all parts of the building through the ventilation system. Where suitably placed windows are not sufficient for effective ventilation e.g. kitchens then mechanical exhaust ventilation will be provided.

The workplace temperature will take account of:

- \* the work clothing worn by employees;
- \* the type of work being undertaken;
- \* the outside air temperature;
- \* the time of year;
- \* humidity and air movement.

**Lighting**

It is recognised that good lighting of all corridors and stairs is essential. The provision of good natural light will be supported throughout the premises with electric lighting of an adequate level to enable activities to be carried out safely.

Measures will be taken to ensure that lighting cannot be switched off inadvertently.

**Windows**

Consideration will be given, where windows are fitted, to the following:

- \* the fitting of suitable material to transparent surfaces below waist level to include toughened or safety glass;
- \* barriers to raise the height of sills where necessary;
- \* window restraints to prevent persons falling out where the window is of sufficient size to allow a person to fall through;
- \* glazing full glass doors and windows with toughened or safety glass conforming to BS 6262 (code of practice for glazing for buildings).

Any alterations will conform to building and fire safety regulations.

**Doors**

Consideration will be given, where doors are fitted, to the following:

- \* doors opening directly on to staircases will always be kept locked unless they are emergency exit doors.
- \* the design of doors will take account of ease of opening by staff, pupils.

**Cleanliness**

The workplace will be cleaned by an effective and suitable method which maintains a satisfactory standard of cleanliness and does not expose anyone to a health and safety risk.

**Accommodation**

Suitable and sufficient sanitary and washing facilities will be provided for the maximum number of persons likely to be at work at any one time. These will include facilities for the disposal of sanitary dressings in facilities used by women.

<b>Risk assessments</b>	Whenever relevant hazards are identified, a full and suitable risk assessment will be undertaken in line with NPT Guidelines.
<b>Legionnaires' disease</b>	<p>Legionnaires' disease is a type of pneumonia caused by the inhalation of droplets containing legionella.</p> <p>Water temperatures within the range 20<sup>0</sup> - 45<sup>0</sup>C support growth.</p> <p>At temperatures above 60<sup>0</sup>C the legionella will not survive.</p> <p>To reduce the risk from Legionnaires' disease Llangatwg will ensure that all hot water storage will be maintained at a temperature of at least 60<sup>0</sup>C.</p>
<b>Scalding</b>	<p>At temperatures above 43<sup>0</sup>C there is a likelihood of scalding. The severity of the scalding being dependant upon temperature and length of exposure.</p> <p>To reduce the risk from scalding Llangatwg will ensure that all hot water outlets available to pupils are controlled and cannot exceed 43<sup>0</sup>C.</p>
<b>Washing, bathing and showering</b>	Thermostatic mixing valves will be fitted to all washing, bathing and showering outlets where there is a likelihood of pupils being put at risk from water at a temperature above 43 <sup>0</sup> C.
<b>Surface temperatures</b>	<p>Llangatwg will ensure that any heated surface such as that of a radiator, heating pipe, panel heater etc. will never exceed a temperature of 43<sup>0</sup>C when the system is operating at its maximum design output.</p> <p>In all instances appropriate guards will be fitted.</p>
<b>Water supply and Distribution system</b>	<p>The distribution system will maintain hot water at or above 60<sup>0</sup>C and cold water at or below 20<sup>0</sup>C.</p> <p>The water supply, heating and distribution system will be checked and maintained on a regular basis.</p>

**Safety checks and service records**

It is the responsibility of every person using, or issuing, machinery and equipment to ensure that there are no obvious signs of damage and that it operates satisfactorily. 'Obvious problems' should be reported immediately and the piece of machinery or equipment withdrawn from service.

It is the responsibility of staff, to carry out a check of all machinery and equipment within their designated area and complete the required form for record purposes.

A service record will be kept for all significant pieces of machinery and equipment. Servicing must only be carried out by a competent person.

Service intervals shall be determined from the manufacturers specification and/or health and safety requirements. This will include certain service equipment such as heating boilers, gas fires, water pumps and compressors.

All gas appliances will be checked annually by a CORGI registered engineer and any service records kept for reference.

**Training and authorisation**

Staff and pupils must receive appropriate training in order to ensure safe usage of certain pieces of machinery or equipment.

The trainer must be a competent person and a record of training kept up to date (The departmental scheme of work will provide evidence of the record of training in conjunction with the class register).

If, in the opinion of a member of staff a pupil creates an unacceptable risk to themselves or others whilst using any piece of machinery or equipment they will be immediately prohibited from using the said piece of machinery/equipment. The management will be informed immediately.

Records will be maintained on the following areas:  
Identification and Safety Check record  
Machinery & Equipment Service & Repair record  
Training and Authorisation record

**Llangatwg Electricity at Work**

**Section 14/1**

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**Regulations**

The Electricity at Work Regulations 1989 (EAWR), places an onus on employers to assess the work activities that utilise electricity or may be effected by it. Employers must also define all foreseeable risks associated with these work activities.

The Electricity at Work Regulations 1989 (EAWR), apply to electrical systems as a whole and includes the use of both portable and fixed machinery and equipment and appliances which are capable of being made live by an electrical system.

It is the responsibility of every establishment to ensure that the electrical equipment used by staff, volunteers and pupils will not cause danger where danger is defined as 'risk of injury or death'.

It is therefore Llangatwg policy that all such electrical work, including installation, maintenance and testing, will be carried out by a recognised competent electrical contractor or competent employee.

**Mains circuits**

All electrical circuits must be accurately and fully identified at the distribution board or fuse box to ensure that areas can be isolated should there be a necessity to work on them.

**Working on electrical installations**

**Under no circumstances is working on live circuits allowed except by a competent electrical contractor**

For more extensive work on wiring circuits and installations the power supply must be effectively isolated and locked off. In most circumstances this will require the appropriate fuses to be withdrawn and retained by the individual working on the circuits. In any case of doubt the main switch must be



locked off and the key retained by the individual carrying out the work.

### **Electrical work that can be undertaken by Llangatwg employees**

For simple tasks, such as changing light bulbs and fluorescent tubes and re-setting a circuit breaker, precautions are straightforward and can be achieved by local switching, providing the switch is under the control of the individual carrying out the work and cannot be inadvertently switched on again during maintenance.

PAT electrical testing is carried out by trained employees.

## **Llangatwg Electricity at Work**

## **Section14/2**

### **Inspection by a competent person of the electrical installation**

The inspection and testing of the electrical installation for 'resistance' and 'insulation' etc. will be carried out every **3-5 years** and the Certificate issued incorporated in these records. For this testing specialised equipment will be required.

The individual contracted to do this testing must be recognised as competent to do so.

Any areas of work or action, required as a result of this testing, should only be carried out by a competent and qualified electrician.

### **List of portable electrical equipment**

It is necessary to list all electrical machinery, equipment and appliances within Llangatwg. They should be individually identifiable and the format for 'marking' should be as subtle as possible on personal items.

It will be the responsibility of the competent person undertaking the annual portable appliance test (PAT) to formally record these items.

### **Visual inspections**

All staff who use, or issue to pupils for use, any electrical equipment or appliances must make a visual inspection each time to ensure that:

- \* the casing is unbroken;
- \* the leads are undamaged;
- \* the plug is undamaged.

Any equipment found to be damaged/faulty must be withdrawn from use and suitably labelled until it is repaired.

### **Establishment 'in-house' portable appliance testing. Criteria for Competence.**

Employees undertaking the test will have fulfilled the criteria for competence.

In the context of safety testing, the term 'competence' refers to the persons ability to perform the task without danger to

himself or others and to make a valid judgement based on the results as to whether the unit being tested is safe to use and is likely to remain safe until the next scheduled test date.

The tester therefore requires certain knowledge and information to enable such valid prospective judgements to be made.

The following criteria should therefore be considered :

- \* an adequate knowledge and practical experience of electricity and its hazards; (See HSE Guidance Note G27).
- \* a clear understanding of precautions required to avoid danger;
- \* adequate understanding of the operating principles of the unit under test;
- \* adequate knowledge of the required safety standards;
- \* adequate training where the above points cannot be otherwise satisfied.

Headteacher & Governors are responsible for authorising personnel to carry out these tests and **MUST** ensure that the standard of competence is adequately met.

## Electricity at Work Records

## Section 14/4

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Certificate of Electrical Safety (Installation) - 3-5 yearly check  
Annual Portable Appliance Testing (P.A.T) record  
'In-House' Inspecting & Testing procedures  
Competent Person Authorisation record

## Hazardous Materials

## Section 15/1

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### Requirements of COSHH Control of Substances Hazardous to Health

The COSHH Regulations 2002 lay down the essential requirements and a sensible step by step approach for the control of hazardous substances and for protecting people exposed to them. Failure to comply with COSHH legislation, in addition to exposing employees to risk, constitutes an offence and is subject to penalties under the Health and Safety at Work Act 1974.

### **Record of hazardous substances used on site**

A record will be completed to assist in identifying any hazardous substances used on the site.

Substances that are 'hazardous to health' include:

- \* those labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive);
- \* substances with occupational exposure limits;
- \* clinical waste;
- \* pesticides and other similar chemicals;
- \* harmful micro-organisms and substantial quantities of dust;
- \* any material which can harm health.

### **Evaluation of risk**

A full COSHH assessment will be carried out on each identified substance.

The essential features of a COSHH assessment are:

- \* to establish substances which are present, and in what form - Hazard Data sheets;
- \* what harmful effects are possible;
- \* how are the substances actually used or handled;
- \* what harmful substance(s) are given off;
- \* under what circumstances could people be affected;
- \* who could be affected, to what extent, and for how long;
- \* how likely is it that exposure will happen;
- \* what precautions need to be taken to comply with the regulations.

### **Exposure to hazardous substances**

Wherever possible, exposure to any hazardous substance must be prevented by either:

- \* the removal of the hazardous substance;
- \* substitution with a safer substance;
- \* or use in a safer form.

If any of the above measures are not practicable then exposure to the substance must be adequately controlled by:

- \* using safe systems of work and handling procedures;
- \* appropriate ventilation;
- \* enclosing the process either totally or partially.

## **Control measures**

It is the responsibility of the employer to ensure that all identified control measures are provided.

Staff, volunteers and pupils will be required to use appropriate control measures such as:

- \* personal protective equipment;
- \* dust and fume extraction;
- \* appropriate safe storage;
- \* issue and usage records.

All control measures must be checked on a regular basis to ensure that occupational exposure limits are not exceeded.

It is essential that all service records are retained for possible inspection.

## **Hazard training**

It is also the responsibility of the employer to ensure employees and pupils receive adequate training and are made aware of the risks arising from their work and what precautions should be taken.

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## **Cleaning and General Maintenance**

## **Section 16/1**

### **Risk Assessment**

Staff will be issued with appropriate personal protective equipment (PPE) to enable them to safely perform the task.

All relevant personnel will be fully trained in the correct use of the identified control measures.

### **Specific procedures**

All users of the building will be alerted to the existence of wet floors, trailing leads and other temporary measures.

All cleaning personnel and maintenance staff will ensure that adequate exits are available at all times in the case of an emergency.

### **Waste disposal procedures**

These will be in accordance with the Environmental Protection Act 1990 and Waste Management Licensing Regulations 1994.

**Definition of lifting and manual handling**

The transportation, lifting, supporting, pushing, pulling of loads by hand or bodily force.

**Regulations**

The provisions and principles of the Manual Handling Operation Regulations 1992 must be adhered to throughout Llangatwg.

The Lifting and Manual Handling Regulations have been introduced to reduce occupational injuries associated with the handling of loads.

**Task risk assessment**

Operations involving the transportation or supporting of loads by hand or bodily force will be subject to a risk assessment.

This risk assessment should follow an ergonomic approach which encourages assessment and quantifying of risk factors associated with the task in hand within an occupational setting.

The following points should be considered:

- \* the lifter or handler should be seen at the centre of a system with work place factors, such as the nature of the load, task, and environment affecting his/her safety and efficiency;
- \* simple judgements should be made to identify whether the task possesses a risk of injury;
- \* moving light weights if they are awkwardly stacked or stored;
- \* lack of space leading to a poor posture, e.g. stooping to support a load;
- \* repetitive actions and those involving any twisting or jerking movement;
- \* handling loads above shoulder height or below knee height;
- \* handling loads whilst seated.

**Safe systems of work**

Any defined hazardous task that falls within the above criteria will be fully assessed, evaluated and a safe system of work established.

**Training**

Appropriate training will be given in both the handling and moving of objects.

A properly trained and competent person must carry out specific training in these lifting and handling techniques.

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**Regulations**

Personal Protective Equipment (PPE) must be issued and used whenever processes and systems at work present a special hazard as identified through a suitable and sufficient risk assessment.

There are statutory requirements under the Health and Safety at Work Act 1974, Personal Protective Equipment at Work Regulation 1992 and various other regulations.

**Issue and use**

All necessary protective clothing and equipment will be issued to individuals.

All individuals who need to use any form of PPE will be instructed on how to correctly use and maintain that equipment.

Employees and pupils must wear PPE provided by the establishment.

Full records used to monitor the issue and maintenance of PPE will be kept.

**Aprons and overalls**

Wherever a risk assessment identifies the need for aprons or overalls these may be provided by the establishment.

The following are examples:

- \* food handling;
- \* cleaning and maintenance;
- \* care of pupils
- \* waste material management.

**Eye protection**

The Eye Protection Regulations 1974 require that eye protectors to BS2092 be issued and used for certain specified processes:

- \* using or dispensing liquids/chemicals which can cause eye injury;
- \* the use of certain woodworking machinery which produces splinters;
- \* striking of masonry nails either manually or mechanically;
- \* the use of grinding wheels;
- \* any other process involving production of particles which can cause eye injury.

Eye protectors must be kept available for use, cleaned after use, and maintained free from scratches.

**Gloves**

Protective gloves must be issued:

- \* when hands are exposed to hot water or hazardous cleaning materials;
- \* when handling sanitary waste;
- \* as protection against skin ailments, e.g. chapped hands, dermatitis;
- \* when handling sharp materials;
- \* when there is continuous use of equipment such as, spades, forks etc.;
- \* for any other process capable of damaging the skin.

Waterproof Gloves should be issued when handling liquids, garden sprays or chemicals. Waterproof gloves should be washed after each use and allowed to dry naturally. They should be examined for splits, tears, etc. and discarded if any are found.

**Protective footwear.**

Whenever there is a likelihood of foot injuries occurring, suitable footwear will be issued to staff, volunteers and pupils.

These situations could include:

- \* working in the kitchen;
- \* shifting heavy furniture;
- \* any processes where foot injury is possible.

**Face dust/chemical masks**

Face and dust/chemical masks to the appropriate specification will be made available to staff and pupils.

**Environmental Protection**

Llangatwg will ensure that all waste produced will be disposed of through a licensed waste management contractor in accordance with the requirements of the Environmental Protection Act 1990 and the Waste Management Licensing Regulations 1994

**Dealing with general and food waste**

All recyclable materials and food waste will be put into recycling containers. General waste will be stored in separate containers. All items will be collected by NPT Waste & Recycling on a weekly basis.

**Storage**

Sharps containers will require a separate high security storage area.

**Clinical waste collection**

A contact will be established for the collection and disposal of any clinical waste.

**Training**

Where necessary employees will be trained during induction to handle any form of hazardous waste and will be trained in the correct techniques and procedures. They will also be trained in dealing with any spillage of hazardous materials.



<b>Procedure</b>	<p>All visiting drivers will report to the Main Office to 'sign-in'.</p> <p>The speed limit within the site is restricted to 5 mph.</p>
<b>(Refer to Llangatwg's traffic management policy for further guidance)</b>	<p>All vehicles will be driven in a safe manner taking into account the nature of the pupil population.</p> <p>Vehicles will be restricted to designated routes unless specific instructions have been negotiated with the establishment and the relevant 'permit to work' has been issued.</p> <p>Parking will only be allowed in the designated areas unless specific instructions to the contrary have been issued.</p> <p>It is anticipated that delivery/collection vehicles will be fitted with an audible warning system when reversing</p>
<b>Emergency vehicles on site</b>	<p>Llangatwg will designate access and parking by emergency vehicles.</p>
<b>Advice and Regulations</b>	<p>The advice and regulations found in the Local Authority Admin Memorandum will be strictly adhered to.</p>
<b>Risk Assessment</b>	<p>A full risk assessment will be carried out on the general use of the establishment's people-carriers, mini buses and other vehicles. This will take into account usage and specific supervision requirements.</p>
<b>Vehicle documentation</b>	<p>To operate any vehicle legally, it must be road worthy, correctly insured, have a current MOT certificate and be road taxed where appropriate.</p> <p>All required documentation will be supplied by Llangatwg and kept in a safe and secure location.</p> <p><b>Guidelines entitled 'Bus Safety' are displayed in the minibus.</b> Also retained in the Main Office is:</p> <ul style="list-style-type: none"> <li>• daily vehicle log sheet;</li> <li>• accident &amp; emergency procedures</li> </ul>
<b>Vehicle Servicing</b>	<p>The vehicle must be regularly serviced and maintained in accordance with the manufacturers recommendations Local Authority Policy.</p> <p>All faults and/or defects must be reported as soon as is practicable. Any fault and/or defect considered to be of significant risk should be reported immediately and the vehicle removed from use.</p>

**Drivers eligibility and authorisation**

A list will be retained of approved school minibus drivers. Those wishing to be added to this list must:

- be approved by the Headteacher & Governors;
- hold a D1 licence or equivalent.(age dependant)
- have held a full driving licence for at least three years;
- observe the requirements of the Highway Code at all times.
- Successfully completed the MIDAS driving course.

It is essential that prospective drivers be given opportunity to gain experience with the vehicles prior to authorisation. During this time drivers must not carry any pupils as passengers.

Drivers passing their test from 1st January 1997 will not be eligible to drive a minibus on a standard car driving licence. They will need to pass a specific Minibus D1 test and medical.

If drivers are unpaid then in certain circumstances they may be able to drive without a D1 licence.

**Vehicle Use**

Vehicle use will be restricted for use to the use education and welfare of the pupils.

**Policy for the use of the establishment vehicles.**

Llangatwg vehicles can only be driven by authorised drivers.

- \* Seat belts **must** be worn. It is the responsibility of the driver to ensure this;
- \* The seating capacity of the bus must not be exceeded;
- \* All drivers must undertake the safety checks schedule as detailed in the log sheet before undertaking an official journey;
- \* All drivers have a responsibility for the safety of their passengers.
- \* Any driver involved in an accident, no matter how minor, must complete an accident report form and hand it to the Headteacher on return from the journey.
- \* The Headteacher & Governors will use his/her discretion to decide appropriate levels of staff needed when a people carrier or mini-bus is being used;
- \* Drivers are advised to take at least a ten minute break after every two hours continuous driving;
- \* In the case of mechanical problems staff should not attempt repairs but must contact the appropriate breakdown service. NB This includes punctures

**Vehicle accident procedure**

Any accidents, incidents or damage involving a vehicle must be reported to the Headteacher & Governors.

In the event of an accident:

- \* ensure the safety of passengers;
- \* do not admit liability of any kind;
- \* take the name and address, of all people involved;
- \* take registration number and insurance details of all other vehicles involved;
- \* take the name and address of any witnesses present;
- \* ask to see driving licence or other corroboration if possible;
- \* give your own name, school address, and insurance details;
- \* note damage to your own and other vehicles;
- \* note condition of other vehicles including tyres, lights, any previous damage, general condition, etc.

**Police involvement**

Call the police if:

- \* anyone is injured;
- \* you believe that an offence has been committed;
- \* the party involved refuses to give name and address, or has left the scene of the accident;
- \* vehicle(s) are causing an obstruction or hazard or are in an unsafe condition;
- \* any facts are in dispute.

**Vehicle breakdown procedure.**

In the event of a breakdown:

- \* turn on the hazard warning lights unless parked in a safe position;
- \* ensure the safety of passengers. (This can be especially important on motorways where appropriate evacuation of the occupants may be desirable);
- \* if the vehicle is causing an obstruction, place the red warning triangle on the road at least 50 metres before the obstruction on the same side of the road. (150 metres on the hard shoulder on motorways);
- \* assess the breakdown, report to the school office and/or telephone the breakdown service as appropriate.

**Special circumstances**

Petroleum spirit must not be transported in people carriers or mini-buses

A check will be made to ensure that the member of staff or volunteer's insurance cover is adequate for the purpose.

This is essential especially if pupils are being transported.

**Please refer to the corporate guidance notes for further clarification on traffic management measures.**

## GUIDANCE NOTE

### TRAFFIC MANAGEMENT ARRANGEMENTS AT SCHOOL

#### Regulations

Health & Safety at Work etc. Act 1974 and associated regulations mentioned in the text.

#### Who needs to see this document?

Headteachers should ensure that this guidance is given to the Heads of Departments and that it is copied and given to the subject teachers, technicians and all other appropriate staff including Health & Safety Representatives

#### Who else needs to know?

Governors

#### Contact

Corporate Health and Safety Section

Tel No: 01639 861901

E-mail : [healthandsafety@npt.gov.uk](mailto:healthandsafety@npt.gov.uk)

This Guidance Note provides an overview of most of the significant health & safety aspects of the development of Traffic Management Arrangements at Schools.

**Not all information will be relevant to Llangatwg,**. Schools should, therefore, check the Guidance Note and **disregard** those sections which do not apply.

The Guidance Note refers to more detailed standards and guidelines which must be followed.

**Every school must have detailed arrangements to manage traffic on site. Those arrangements should be recorded in the school safety manual and communicated to all relevant parties.**

**The fundamental principle of this guidance note is to assist schools in minimising and controlling the risks in managing traffic on site.**

#### 1. Risk Assessment

The Management of the Health and Safety at Work Regulations require employers to undertake risk assessments on all activities where there is foreseeable risk. Therefore, there is a statutory requirement to undertake a risk assessment on the traffic management at your site.

The risk assessment should identify: -

- ❖ All significant hazards
- ❖ All persons at risk
- ❖ What control measures are in place to control the risk

1.1 The significant findings of your risk assessment must be recorded and include the arrangements for effective traffic management.

1.2 These arrangements should also take into account previous practical experiences and consider the information included in this guidance.

1.3 The risk assessment must be reviewed:

- following an incident,
- when factors change or
- it is no longer valid.

1.4 Things to consider when reviewing a risk assessment are;

- new staff,
- new or altered buildings/facilities
- changes to the layout of the site.

## **2.0 Parent's vehicles**

3.1 Parents should seek advice on parking on the school site from the Headteacher when making arrangements to visit the school during school hours. When dropping off or picking up their children they should be advised to park outside the school or where at all possible encouraged walking their children to and from school in the light of the Authority's "Safe Routes to Schools" initiative

3.2 They must be advised of the appropriate place to park, the speed limit and their movement on site. They must also be informed of the need to exercise caution at all times.

## **4. Staff vehicles**

4.1 Arrangements should be made for staff parking their vehicles on the school site to ensure that their access and egress does not put pedestrians at risk.

4.2 Some points to consider are: -

- ❖ Staff must park in the allocated area.
- ❖ Staff using the site car park must arrive and leave at pre-determined times to ensure that the minimum numbers of pedestrians are on site at the start and end of the day.
- ❖ If staff arrive late then they must not bring their vehicle onto site until all the pupils are safely inside the building.

5.2 Pupils using buses, minibuses or taxis on site must be informed of the correct procedures and should be closely supervised by an authorised adult.

## **6. Delivery vehicles**

Deliveries should be arranged so as not to coincide with the start/end of the day and break/lunchtimes.

## **7. Visitors/ Contractors vehicles**

Visitors/ Contractors should arrange to visit the site by appointment and they must be informed not to arrive or depart at the start/end of the day or break/lunchtime.

## **8. Building works vehicles**

8.1 Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Headteacher and Contractor.

8.2 Where possible, arrangements should be made to dedicate one particular vehicle entrance for construction traffic only. If this is not possible then the time the construction vehicles enter site needs to be agreed with the Headteacher and closely supervised by a banksman.

8.3 The amended site access arrangements need to be recorded and communicated to all site users.

## **9. Emergency Access**

If a vehicle has to be driven through the playground it should be done when the playground is free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

## **11. Parking**

A regular review of parking arrangements takes place due to the limited space available on site. Parking areas is monitored daily during breaks and lunchtimes by staff.

## **12. Pupils**

12.1 Pupils need to be made aware that parking areas are out of bounds to pupils.

12.2 Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them.

12.3 Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

## **13. Physical Control Measures**

No vehicles are allowed to move around the site during the school day other than the two mini busses to transport pupils via the back gate to the school.

Staff leave the school car park during the school day at speeds less than 5 MPH and where possible when pupils are in lessons.

13.4.2 Where the pedestrian route crosses the vehicular traffic the provision of a safe road crossing should be marked on the ground (School Patrol crossing).

### **13.5 Gates**

Where the only point of access to the site is shared by pedestrians and vehicles then strong consideration must be given to closing and locking the gates at certain times of the day e.g. at the start and end of the school day, at break and lunchtimes. (If the school gates are locked for this purpose then your emergency procedures must be amended to incorporate this feature).

### **13.6 Footways**

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways, which are in poor condition, may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

## **14. Supervision**

It is good practice to supervise the arrival and departure of pupils at the school.

## **15. Poor visibility**

Where the visibility is poor then the following must be considered: -

- ❖ Is there adequate lighting for traffic routes and footpaths?
- ❖ Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- ❖ Encourage pupils to carry/wear reflective safety products/clothing.
- ❖ The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
- ❖ Appropriate signage
- ❖ Features including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

## **16. Large sites**

Where there may be confusion over general school traffic then a one-way system could be introduced in conjunction with suitable signage and road markings.

## **17. Access to and from School**

17.1 Many schools suffer from severe vehicle congestion problems close to and surrounding their premises. Parents who drop off and pick up their children by car cause much of the congestion.

You may wish to consider the following in an attempt to reduce the congestion:



- ❖ Develop a school travel plan and address model issues eg. Encourage walking and cycling
- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Liaise with the Local Authority regarding remedial measures (speed limits, road markings, traffic calming, etc).
- ❖ Notify parents of the dangers and problems associated with congestion at school entrances (by letter and display a simple informative mobile board at the school entrance warning parents of the dangers of congestion at school entrances).
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Blame and shame scheme
- ❖ Liaise with operators who pick up/drop off pupils transported by bus/taxi.

17.2 It is advisable to maintain a record of traffic incidents that occur off site in the vicinity of the school. These records may help Police with their enquires or the Local Authority may use them to support the introduction of remedial measures.

## 18. Useful contacts

Traffic management advice.

Corporate Health and Safety Section 01639 861901

On site premises development.

Capital Programme and Premises Development Section 01639 763619

Remedial highway measures in the school vicinity.

Traffic Section 01639 686486

Road Safety Education, Safe routes to school, child pedestrian training, school crossing patrol, integrated transport, cycle proficiency, school travel plans.

Road Safety 01639 686579

Design of signs, road markings, footways, safe routes to schools, fencing, crossing facilities etc

Design Section 01639 686457

Authorised Driver List  
Safety Checks Schedule  
Vehicle Weekly Check List  
Traffic Management Risk Assessment

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**Visits away from Llangatwg's premises****Section 22/1****Questions to ask the organisation being visited.**

Before staff take groups of pupils on visits away from school premises they will undertake to establish answers to the following questions. When staff and volunteers are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist will further detailed planning take place.

- \* Is the establishment registered (if appropriate) and does the organisation responsible for the management of the centre being visited and/or the activity have an up to date Safety Policy?
- \* Who is appointed as a competent person to assist the organisation in matters associated with health & safety?  
(This person should be contacted if any doubts exist.)
- \* Has the organisation responsible for the management of the centre and/or activity completed an appropriate and sufficient risk assessment of all the activities in which pupils may be involved? This will include social activities as well as those activities providing the focus of the visit or activity.
- \* Have safe systems of work been established and are copies of these available on request? These will include, not only, safe procedures for the activities, but also maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- \* Has the organisation responsible for the management of the centre and/or activity produced an emergency plan?

- \* Are all the organisation's staff, involved in the training, tuition or supervision of student, suitably qualified to do so?

**The establishment responsibilities to prior training**

For some activities it will be expected that establishment staff and volunteers have received appropriate training and hold formal qualifications.

**Performances and Events**

**Section 23/1**

**Procedures**

For certain events and activities involving members of the public Llangatwg will:

- \* establish whether any specific health & safety requirements exist appertaining to said activity or event;
- \* act upon any appropriate recommendations in the light of the above;
- \* Apply appropriate procedures outlined within this documentation to meet health and safety standards;
- \* any persons using electrical equipment on the premises e.g disco will be asked to provide a current certificate (Portable Appliance Testing) of safety for the equipment.

**Violence**

**Section 24/1**

**Violence to staff**

Support will be provided to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

Action will be taken in line with Llangatwg and NPT discipline policy.

**Legal advice and representation**

Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice, representation, and counselling as appropriate.

In cases of actual physical abuse or property damage by persons other than a pupil, then the matter will be referred to the local police for investigation and action.

## **RIDDOR**

From 1st April 1996 injuries caused by violence to staff are legally reportable under RIDDOR.

## **Arrangements for communicating H&S information to staff & volunteers**

## **Section 25/1**

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### **Communication**

The Policy Statement will be brought to the attention of all members of staff. Copies will be distributed and displayed at relevant points (main office, staff room, H&S officer, Head Teacher, Deputy Head Teacher).

The Arrangements contained in this manual will be brought to the attention of appropriate members of staff. (main office, staff room, H&S officer, Head Teacher, Deputy Head Teacher)

The Advice Notes contained in this manual will be brought to the attention of appropriate members of staff.

Further Updates and Additional Advice will be brought to the attention of appropriate members of staff.

A copy(ies) of 'Health & Safety Law' (ISBN 0117014249) will be displayed in prominent positions.

Copies of A4 leaflet 'Health & Safety Law' (ISBN 0117014257) will be distributed to all employees.

**Monitoring procedure**

The monitoring procedure will be by means of:

- \* regular audits of all health and safety records contained in this manual and any other records seen as appropriate;
- \* regular reviews of the Sections contained in this Policy Document;
- \* regular safety tours covering all areas and activities of the establishment;
- \* regular meetings of the Health and Safety Committee, if convened.

Health and safety will be an agenda item at staff meetings, where appropriate.

Unions will be consulted on a regular basis if appropriate.

**Reviewing procedure**

The reviewing procedure will be by means of:

- \* annual meeting between the Headteacher/Governors and Health & Safety Committee;
- \* regular meetings of the Health and Safety Committee;
- \* regular meetings between management and staff with designated responsibilities;
- \* regular meetings with all members of staff.

The Headteacher & Governors of Llangatwg will review the Health & Safety policy statement and the organisation for Health & Safety on an annual basis or more frequently should the need arise.

The Headteacher & Governors of Llangatwg will review the arrangements for Health & Safety on an annual basis or more frequently should the need arise.

Equipment Check	Frequency	Checker
<p><b><i>Fire Equipment</i></b> Refer to annual calendar.</p>	<p><i>See calendar</i></p>	
<p><b><i>Emergency Lighting</i></b> Refer to annual calendar.</p>		
<p><b><i>Vehicles</i></b> Checks as listed.</p>		
<p><b><i>Machinery and Equipment</i></b> Checks as listed.</p>		
<p><b><i>Hazardous Material</i></b> Checks as listed.</p>		
<p><b><i>Protective Clothing</i></b> Checks as listed.</p>		
<p><b><i>First-Aid</i></b> Checks as listed.</p>		
<p><b><i>Electricity</i></b> Checks as listed.</p>		
<p><b><i>Food Safety</i></b> Checks as listed</p>		
<p><b><i>Lifting and Manual Handling</i></b> As necessary.</p>		

**Please refer to the fire checks calendar (section 3) outlining the monitoring procedure that is in place.**

Records in this Policy Statement must be completed and retained as indicated.

- General Records: 2 years
- Accident Records: 3 years
- RIDDOR: 3 years
- Dust Extraction Records: 40 years
- Health Records \*: 40 years

\* These records must be forwarded to a new employer with staff files when members of staff leave.

..... Signature  
..... Headteacher & Governors  
..... Date

Last revised .....

**Grounds Maintenance****Section 31/1****Contractors**

An approved contractor will undertake grounds maintenance.

Risk assessment and COSHH data information will be made available as required

**Activities**

Grounds maintenance activity will only take place at approved times and in consultation with appropriate and competent staff. Safe systems of work will be in place to ensure that pupils are not exposed to risk from machinery, chemicals and equipment.

Any changes to schedules of activity will be notified to the members of staff concerned prior to the work activity taking place.

## Section 32

**Health And Safety: Asbestos****What to do if you suspect asbestos**

- Do not disturb the suspect material even if this means stopping work
- Warn other persons not to enter the suspected area
- Contact your line manager by the quickest means possible
- Report your suspicions to the health and safety officer
- The health and safety officer will arrange to have a sample taken via the LEA Buildings Surveyor and by appropriately trained and approved personnel for subsequent analysis
- Pending result and written confirmation of the analysis any works connected with the suspected material will be suspended



## Section 33

### **Essential Services**

Please refer to site plan for reference to location of areas identified below:

The main services cut off points are located:

- Electricity – switchgear rooms, Main Intake rooms
- Gas- gas houses, front of school (keys with the caretaker)
- Water – Manhole situated at the front of the school
- Telephones- Lines enter the school via the secretarial office

Action to be taken if essential services fail:

- Report immediately to SMT/Caretaker/Main office
- If a gas leak is suspected DO NOT turn off or on any electrical appliance including light switches

## Section 34

### **Guidance relating to inclement weather**

A dynamic risk assessment will be carried out in line with LEA guidelines and decisions made to deal with inclement weather conditions and changing environmental conditions.

## Section 35

### **Food Hygiene Regulations**

To meet with food hygiene standards the school canteen is required to show how they control and monitor all steps and activities of the school's food business that are needed to make food safe.

Regulations require the school to write down details of actions taken to ensure that the food produced and sold at Llangatwg is safe to eat. Labelling of ingredients is carried out to highlight any possible allergies.

Food hygiene regulation sheet is stored with Mrs A Brown (Catering Manager)

Section 36

**Kitchen Deep Cleaning**

Kitchen deep cleaning is required annually. The annual test is coordinated through the building works manager (Mr M McGowan).

School closure is required for the work to be undertaken and therefore the summer holidays are the most appropriate time when this work should be carried out.

Terms and conditions of deep clean are stored with MR T R Nicholas.

Section 37

**Local Exhaust Ventilation (LEV) Plan Assessment.**

Dust extraction units and fume cupboards are required to be tested under the requirements of Regulation 9 of the Control of Substances to Health (COSHH) Regulations 2002.

Testing is required every 14 months. Records of the tested equipment are held in the main office by Mr T R Nicholas.

Dust extraction units within the D&T department have a monitoring log sheet to record weekly use.

The contractor used to undertake the work Vector Air & Water.

The last date of inspection was January 2024 and the next required test will be in **January 2025.**

Section 38

**Health and Safety Committee**

It is proposed that a committee be established.

Section 39

**Staff Training Matrices**

A comprehensive list of all training provided to staff is held with Mrs M Rowlands .

Details of dates courses were completed and any relevant renewal dates are included.

Section 40

School crisis management – County guidance in emergency situations.